

## AMENDMENTS TO THE CLAIMS

This listing of claims will replace all prior versions, and listing, of claims in the application.

---

1. (Currently amended) A data storage method, comprising:
  - identifying a template based on a classification of a document to be stored, said template directing a user to enter data;
  - receiving document information associated with said document, said document information including ~~information defined by said template~~ said data entered by said user;
  - generating a pending record containing said document information;
  - verifying said document information; and
  - generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.
- 2-3. (Cancelled)
4. (Previously presented) The data storage method of claim 1, wherein said template is selected from among a library of available templates.
5. (Previously presented) The data storage method of claim 1, wherein said classification is a document collection classification.
6. (Original) The data storage method of claim 1, further comprising:
  - determining if said document has previously been stored.
7. (Previously presented) The data storage method of claim 1, wherein said template defines a plurality of data elements required to identify a document according to said classification.
8. (Original) The data storage method of claim 7, further comprising:
  - receiving document data corresponding to each of said plurality of data elements prior to generating said pending record.

9. (Original) The data storage method of claim 1, further comprising:  
associating said pending record with an image of said document.
10. (Original) The data storage method of claim 9, wherein said associating includes  
referencing a document record identifier in both said pending record and said image.
11. (Original) The data storage method of claim 1, further comprising:  
associating said active record with an image of said document.
12. (Previously presented) The data storage method of claim 1, wherein said document  
information includes at least one of: a collection name; a file name; subcategory information;  
location information; owner information; creator information; cross reference information; status  
information; history information; geographical information; and archive information.
13. (Original) The data storage method of claim 1, further comprising:  
storing said pending record in a document management database; and  
storing an indicator with said pending record indicating that it has not yet been approved.
14. (Original) The data storage method of claim 13, further comprising:  
modifying said indicator upon approval of said pending record, thereby converting said  
pending record into said active record.
15. (Original) The data storage method of claim 13, wherein access to said pending records  
in said document management database is limited to authorized reviewers operating client  
devices.
16. (Original) The data storage method of claim 1, wherein said receiving document  
information further comprises:  
receiving document information from an external system used to generate said document.
17. (Currently amended) A method for storing a document, comprising:  
conducting a search for existing records of a record management system referencing said  
document;

submitting a request to add said document to said record management system if said search indicates that said document is not referenced in said record management system, said request identifying at least a type of said document;

entering document data in a data entry template, said data entry template directing a user to enter data, said data entry template selected based at least in part on said type of said document.

18. (Original) The method of claim 17, further comprising:

forwarding said document data to a document management database, said document management database storing said document data in a document record.

19. (Original) The method of claim 18, further comprising:

associating a document image with said document record.

20. (Original) The method of claim 19, wherein said document image is associated with said document record based on a record identifier of said document record.

CI 21. (Currently amended) A document retrieval method, comprising:

receiving information associated with a desired document;

identifying an active record of a document management database containing said information, said active record including information having previously been approved and converted from a pending record;

identifying a physical location ~~of~~ at which said document is located;

displaying information from said record; and

identifying a location of an image of said document.

22. (Currently amended) A data storage system, comprising:

means for identifying a template based on a classification of a document to be stored, said template directing a user to enter data;

means for receiving from said user document information associated with said document, said document information including ~~information defined by said template~~ said data entered by said user;

means for generating a pending record containing said document information;  
means for verifying said document information; and  
means for generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.

23. (Currently amended) A data storage apparatus, comprising:

a processor;

a communications device, in communication with said processor, receiving data; and

a memory unit in communication with said processor and storing a program, wherein the processor is operative with the program to:

identify a template based on a classification of a document to be stored, said template directing a user to enter data;

receive from said user document information associated with said document, said document information including ~~information defined by said template~~ said data entered by said user;

generate a pending record containing said document information;

verify said document information; and

generate an active record if said verifying is successful, said active record available for searching and retrieval by a user.

24. (Currently amended) A computer-readable medium having computer-executable instructions for performing steps comprising:

identifying a template based on a classification of a document to be stored, said template directing a user to enter data;

receiving from said user document information associated with said document, said document information including ~~information defined by said template~~ said data entered by said user;

generating a pending record containing said document information;

verifying said document information; and

generating an active record if said verifying is successful, said active record available for searching and retrieval by a user.

---

25. (New) The data storage method of claim 1, further comprising:  
displaying said template to said user.

26. (New) The method of claim 17, further comprising:  
displaying said data entry template to said user.

27. (New) The data storage system of claim 22, further comprising:  
means for displaying said template to said user.

C2  
28. (New) The data storage system of claim 23, further comprising:  
a display unit;  
and wherein said processor is operative with the program and with the display unit to  
display said template to said user.

29. (New) The computer-readable medium of claim 24, wherein the computer-executable  
instructions are also for:  
displaying said template to said user.

---